Residential Structures Submittal Checklist

It is the intent of this document to help in obtaining a building permit with the least possible delay. Plans need to be of sufficient clarity to indicate the location, nature of work proposed, and show that it will conform to the provisions of the City of Burien's codes and ordinances. Plans that do not contain the following information may cause delays in the review process while this information is obtained.

☐	**Building Permit Application** complete with site address, parcel number, owner's name, address, phone number, lenders name and address, a copy of state contractor's license, and the contractor's City of Burien business license number. (1 copy)
☐	**Completed Washington State Residential Energy Code Form**
☐	**Completed Water, Fire Hydrant, and Sewer Availability Forms**
☐	**Structural Calculations** Wet stamped with original signature of the engineer of record.
☐	**Geotechnical Report** (if applicable) Wet stamped with original signature of the Geotech of record.
☐	**Plans** 1 small site plan: Minimum 1"-20' or maximum 1" =100" scale on minimum paper size of 11"x17" for non- electronic submittals Digital submittals are done through MyBuildingPermit.com. All digital documents shall be in Portable Document Format (PDF). Plans drawn at a minimum scale of ¼" =1' legibly showing conformance to applicable building codes and including notes and material specifications. Plan sheet shall include items a. through j. below plus any other sheets as necessary.
☐	**a. Site plans based on a Topographic View** with north arrow, including the following information: • Address, and parcel number • Zoning designation, plat number and name (if applicable) • North arrow and scale • Location and dimensions of all existing and proposed buildings/structures, including setbacks to property lines. • Street names, private streets, common driveways, and easements • On-site parking and driveways (see BMC 19.20.100) • Location and size of significant and/or exceptional trees; if any trees are to be removed or impacted, indicate how tree retention and protection requirements are to be met (see BMC 19.26.070) • Utilities (water, sewer, septic tank and drain field), gas lines, and power lines • Existing and/or proposed utility service lines to the site must be shown (including underground power service if required by BMC 12.40). Contact Ramesh Davad at rameshd@burienwa.gov or (206) 248-5527 • All critical areas and buffers (critical slopes, shorelines, streams, wetlands, geological hazard areas) and setbacks from structures • Building coverage and impervious surface calculations • Existing and new fire hydrants • Location of retaining walls, fences, and rockeries clearly marked whether they will remain or be demolished • Finished floor elevations where the lot is sloped, or the structure is located in a flood zone • Improvements in the city right-of-way, including driveway connection, utilities, and landscaping • Waterway outlines including ponds, rivers, lakes or streams (if applicable) • Catch basin locations, type, rim elevation, invert elevation of the pipes, grate type and material

	• Stormwater drainage pipe: Flow direction (N, S, E, W, NW, SW, SE, SW) size, length, material, and slope • Other drainage (if any) such as ponds, wetland, bogs, springs, seeps, swales, ditches, depressions, detention vaults, drywells, culverts, and flow control structures: Invert elevation of inlets and outlets, type material, flow direction, rim elevation, cross sections (if applicable) • Roof down spout, yard drain, and footing drain underground piping location and storm tie in • Existing and/or new driveways: material type, pavement width, edge pavement, and slope • Surface Water drainage management and systems per Item "k" of this handout • Temporary Erosion/Sediment Control Plan and notes (TESC)
☐	**b. Foundation Plans**. Show dimensions, anchor bolts, hold-downs, vent size and location of crawl space access, and connection details (especially when connecting new foundation to existing). Location and size of required reinforcement steel in detail. Outline of foundation, concrete slabs, patios, etc. with dimensions. Construction details of any unusual construction practices.
☐	**c. Floor Plans**. Show all dimensions, room names, and window sizes (with egress windows and safety glass clearly labeled). Use of rooms and size (rooms with large closets will be reviewed as bedrooms). Window and door locations listing size, type, door opening direction, and size of opening of windows. Beam locations, materials, spacing, sizes and fasteners. Floor joist size and species, direction of runs, spans and spacing. Location of plumbing, mechanical, heating fixtures, and equipment. Include north arrow on all plan drawings.
☐	**d. Framing Plans**. Show all structural details for roof systems, floor systems, and deck framing. Show header sizes over openings and specify panel identification index. Lumber size, species and grade, spacing and spans of all framing members. Clearly show braced wall panels/ bearing/shear walls and specify nailing schedule/bracing. Show materials and methods of connecting all posts and beams, seismic brackets and type, and materials to be utilized in construction. Show any special connection method in detail and clearly show how the structure is held together. Include structural notes and calculations.
☐	**e. Elevations**. Show one elevation view for each side of new construction, plus any needed to fully describe additions. Show all doors and windows (size and type), specify roof pitch and roofing materials cross section, and show all chimneys and type of fuel. Include the location of existing natural grade, proposed building height above average natural grade, and maximum building height allowed (see BMC 19.17.120).
☐	**f. Cross Sections**. Show complete detailed cross sections of footings and foundation. Show mud sill and anchorage materials (i.e. cedar, pressure treated) wall construction (include interior and exterior wall components); ceiling construction including all covering and insulation. Indicate all post to beam connections and floor construction (showing required clearances of earth to wood or specify treated lumber). Roof structure, size and spacing of joist or manufactured trusses (including all coverings and engineering calculations for manufactured trusses). Show how ventilation requirements will be met in attic area, full fireplace construction (fireplace combustible air requirements and type of fuel). Show full height section through stairways (including dimensions of risers and treads, framing materials, handrail height above tread nosing, and clearance to ceilings above).
☐	**g. Structural specifications and details.** Specify: all design load values, including dead, live, snow, wind, seismic, and lateral retaining wall pressures and soil bearing values; the minimum design concrete strength, concrete sack mix, and reinforcing bar grade; the grade and species of all framing lumber; the combination symbol (strength) of all GLU-LAM beams; and, all metal connectors, including joist hangers, clips, post caps, post bases, etc. Engineer's stamp required on drawings and calculations, unless using a prescriptive design

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☐	**h. Energy Compliance**. Indicate compliance with State Energy Code. An addition of 500 sq. ft. will trigger energy code requirements. Specify design approach (component performance, system analysis, or prescriptive). Provide all calculations and documentation verifying conformance and show compliance with Ventilation and Indoor Air Quality Codes. An addition of 500 sq. ft. will trigger indoor air quality conformance.
☐	**i. Noise Reduction Requirements**. Noise reduction in new and moved structures is required by the City of Burien. There are three zones where different degrees of noise reduction are required through different kinds of construction. Your address will determine what noise reduction methods you will use. Please visit the City of Burien website address burienwa.gov to obtain a handout.
☐	**j. Flood Elevation Certificate.** If this property is in a FEMA flood zone, a flood elevation certificate will need to be submitted with the application. Additional items specific to flood elevation are required to be shown on the drawings. Please visit burienwa.gov website for additional information.
☐	**k. Small Project Drainage Review.** If any impervious surface is added, Small Project Drainage Review is required (as a minimum). The guidelines including review thresholds are described in the City of Burien Municipal Code Chapter 13.10 and from the King County Surface Water Design Manual, Appendix C. Additional information relating to Stormwater management can be found at the City of Burien website burienwa.gov or by contacting Heungkook Lim, P.E. at (206) 248-5516.
☐	**l. Tree removal associated with development activity.** If any significant or exceptional tree is removed a permit is required (BMC 19.26.070). If there is development activity proposed within the critical root zone of significant or exceptional trees proposed for retention a tree retention plan is required (19.26.080). When building a structure 500 square feet or greater tree planting might be required to meet the minimum tree credits pursuant to BMC 19.26.050. Additional information relating to trees can be found at the City of Burien website burienwa.gov or by contacting planning@burienwa.gov.
☐	**m. King County Department of Health (Septic)**. For lots not served by sewers, an approved septic design from King County Department of Health is required prior to submitting a building permit application.
☐	Separate permits are required for: Electrical, plumbing, mechanical, fire services, and right-of-way